

Attachment A

Scope of Work – National Register Nominations

I. PROJECT DESCRIPTION

The contractor is to prepare National Register Registration Form and appropriate supporting documentation necessary to nominate the properties -- under the authority of the U.S. General Services Administration (GSA) as detailed in **Attachment B** -- for listing to the National Register of Historic Places. The properties are to be prepared as individual nomination packages, as a complex package, or district as requested.

II. SCOPE OF SERVICES

The requirements and directions of the most current National Register Bulletin 16A – *How to Complete the National Register Registration Form* – must be followed. Bulletin 16A outlines the documentation required for a National Register Nomination, including maps, forms, and photographs. The Bulletin is available in print from the U.S. Department of the Interior, National Park Service (NPS), by writing to the National Register of Historic Places, National Park Service, 1849 C Street, NW, #2280, Washington, DC 20240, and is also available on-line at <http://www.cr.nps.gov/nr/publications/bulletins/nrb16a/>. Related publications and forms can also be found through this site.

In addition, it is important to note that by letter dated March 17, 2005, the NPS notified Federal agencies of changes to their National Register of Historic Places Photo Policy. The policy can be found at <http://www.cr.nps.gov/nr/policyexpansion.htm>. The Center for Historic Buildings prefers that photographs –rather than digital images -- be submitted so that we can have the option of producing them in a larger format at a later date. Photographs that are 8" x 10" are preferred, although 5" x 7" is acceptable. One set of photographs to be submitted with the nomination package has to be of archival quality on archival paper as detailed in the NPS Photo Policy directive. Another set of duplicate photos is to be submitted for GSA files. Additionally, we are requiring a CD which includes a scanned copy of each photograph. All photographs become the property of the GSA and the contractor will be required to sign a Photo Release Agreement.

To the required archival (printed) nomination registration forms, maps, and photographs, provide digital nomination forms using the Forms Access program available at www.nr.nps.gov. Note that this program was developed in Access 97, but is also designed to run with later versions of Access. It must, however, be saved as an Access 97 document for compatibility with the National Register Platform. Provide photographs on CD or DVD as stipulated in National Register guidelines (in addition to black and white prints).

III. COORDINATION

The contractor will coordinate with the Contracting Officer's Technical Representative (COTR) in the Center for Historic Buildings, Office of the Chief Architect, Public Buildings Service, GSA, GSA's Regional Historic Preservation Officers regarding building specific documentation

available, and with GSA Building Managers for access to properties being nominated. The contractor will provide notification to the COTR of schedules and on-site timing.

The COTR is Claire Hosker at 202-501-1578 or claire.hosker@gsa.gov . Additional contacts will be provided by GSA on award.

III. GSA PROPERTIES

See Attachment B for the list of buildings to be nominated. In addition to providing a cost proposal for these properties, provide a separate cost proposal for each Alternate task in the attachment.

IV. AVAILABLE DOCUMENTATION

Principal research documents to be provided by GSA – Building Preservation Plans (BPP), Historic Structures Reports (HSR) – are referenced in Attachment B. Additional historical, descriptive and locational information in GSA files will also be provided. Where no BPP or HSR is available, the contractor shall assume that research in regional archives or other sources will be required.

V. QUALIFICATIONS

The contractor must have experience preparing National Register of Historic Places nominations and must provide a sample for GSA review. In addition, the contractor must meet all U.S. Department of the Interior professional standards for Architectural Historian, Historical Architect, or Preservation Specialist. This requires, at a minimum, a graduate degree in historic preservation or equivalent comparable experience.

IV. SCHEDULE OF SUBMITTALS*

A. The Project Schedule is as follows:

1. First Draft :90 calendar days after NTP
The contractor should submit two (2) copies of the First Draft to the COTR.
2. GSA/SHPO Review 60 calendar days after First Draft
3. Second Draft :30 calendar days after review comments
If a Second Draft is needed to incorporate extensive comments from the State Historic Preservation Office (SHPO) or GSA, the contractor should submit two (2) copies of the Second Draft to the COTR]
4. GSA Review :60 calendar days after Second Draft
5. Final Submission :30 calendar days after review comments
As the Final Submission, the contractor should submit an original National Register Nomination Form and supporting documentation, along with two (2) camera-ready copies of the Final Submission to the COTR. Please note that the Nomination must be submitted on archival paper that meets National Register

standards and must be submitted on the most up-to-date National Register Nomination form. All photographs must be submitted on papers and using inks that also meet National Register standards.

*Alternates – on completion of base contract, as directed.

B. Payment shall be made upon the acceptance of each Submission as follows:

First Draft:	25% of contract value
Second Draft:	25% of contract value
Final Submission:	50% of contract value

NR - Eligible	Undetermined
Disposal pending/excess	

[illegible]